

Graduate Application

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Potsdam

THE STATE UNIVERSITY OF NEW YORK

[www.potsdam.edu](http://www.potsdam.edu)

Thank you for your interest in The State University of New York at Potsdam. Applying to graduate school is an important step, and we look forward to working with you throughout the application process.

Office of Graduate Studies  
315-267-2165  
1-800-458-1142, ext. 1  
8 a.m. - 4:30 p.m. EST, weekdays

Graduate Music Admissions  
315-267-3418  
1-877-POTSDAM

## Application Checklist

- Application
- Letter of Intent
- Recommendation letters and required forms, if any, for programs (please check one below)  
*Additional forms are required for:*
  - MST Childhood Education
  - Literacy Educator
  - Literacy Specialist
  - Special Education
- Official transcripts sent directly to the Office of Graduate Studies
- Copy of current teaching certificate, if required
- Non-refundable \$50 application fee in U.S. funds
- I-20 documentation (international applicants, please see below)

## Requirements for Graduate Admission

For specific department requirements, please refer to the Graduate Studies web site:

[www.potsdam.edu/academics/GradStudies](http://www.potsdam.edu/academics/GradStudies)

- Evidence of an earned baccalaureate degree from an accredited college or university.
- Submission of the Graduate Application.
- Submission of a typed Letter of Intent written by the candidate expressing the candidate's professional goals as related to program pursuit, with attention to any specific program guidelines. For specific programs of study, refer to the program web pages for more information that should be included.
- Submission of official transcripts from all colleges and universities attended, even if a degree was not earned. *Official transcripts involve no student intervention and are forwarded directly from the Registrar's Office of the institution to the Office of Graduate Studies. Transcripts submitted in an admission package will be considered "official" only if they are sealed in an envelope by the school and bear the signature of the Registrar.* Canadian students who have attended high school in Ontario must also forward an official high school transcript. SUNY Potsdam students do not need to request an official transcript from the Registrar's Office.
- A minimum undergraduate grade point average as indicated within each specific program of study
- Submission of a non-refundable \$50 (U.S. funds) application processing fee
- Specific programs may require additional materials such as letters of recommendation, submission of proof of a current teaching certificate consistent with that of the proposed graduate program, and/or other requirements as listed on the Graduate Studies web site.
- **International students must provide the following documents:**
  - ▶ Certification of finances
  - ▶ Foreign student financial statement
  - ▶ For non-native English speaking applicants, a minimum TOEFL score of 550 (paper-based), 213 (computer-based), 80 (internet-based), or a minimum IELTS score of 6.0
- Immunization requirements: New York State law has implemented a number of mandatory health requirements for all enrolled students. See the back cover for specifics or [www.potsdam.edu/shs](http://www.potsdam.edu/shs).



Office of Graduate Studies
SUNY Potsdam
44 Pierrepont Avenue
Potsdam, New York 13676

315-267-2165
E-mail: graduate@potsdam.edu

1-800-458-1142, ext. 1
www.potsdam.edu/academics/GradStudies

Personal Information

Form fields for Last, First, M.I., Former/Other Last Name, Social Security / Social Insurance #, Date of Birth (mm/dd/yy), Gender (Male/Female), Country of Birth, Country of Citizenship, Dual Citizenship? (Yes/No)

Ethnicity (optional)

Are you Hispanic/Latino? Yes No If Hispanic/Latino, is your background – select one:
Central American Dominican Mexican Puerto Rican South American Other Hispanic/Latino
All applicants, please indicate your race – select one or more (optional):
First Nations, American Indian or Alaska Native Asian Black or African American
Native Hawaiian or Other Pacific Islander White

E-mail Address

Home Address

Form fields for Street, City, State/Province, Zip/Postal Code, Home Phone, Cell Phone, Work Phone

Mailing Address (if different)

Form fields for Street, City, State/Province, Zip/Postal Code, Telephone

Enrollment Plans

Degree/Program of Study

Master of Arts

- English & Communication
Mathematics

Master of Music

- Music Education
Performance

Master of Science in Teaching (initial certification)

- Adolescence Education, English (summer enrollment only)
Adolescence Education, Mathematics (summer enrollment only)
Adolescence Education, Science (summer enrollment only)
Biology
Chemistry
Earth Science
Physics
Adolescence Education, Social Studies (summer enrollment only)
Childhood Education

Master of Science in Education

- Curriculum & Instruction
Educational Technology Specialist
Information & Communication Technology
Organizational Leadership (part-time program in Watertown)
Organizational Performance, Leadership and Technology
Literacy Educator
Literacy Specialist
Early Childhood and Childhood (birth-grade 6)
Middle Childhood and Adolescence (grades 5-12)
Special Education (fall enrollment only)
Early Childhood (birth-grade 2)
Childhood (grades 1-6)
Adolescence (grades 7-12)

## Enrollment Plans

I plan to enroll beginning:  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_

I plan to enroll:  Full time  Part time  
 Potsdam campus  Off campus: Watertown

### Off-campus Enrollment Site

*Watertown:*

available only to students who are interested in completing coursework primarily in the Watertown area. Please contact the Graduate Studies Office for program availability.

### Entry Terms

Fall semester begins late August/early September

Spring semester begins mid-January

Summer sessions begin late May

Refer to the Graduate Studies web site for specific terms of entry based on program of study.

### Enrollment Status

Full-time study is 12 or more credit hours.

Part-time study is less than 12 credit hours.

## Colleges/Universities Attended

List all college(s)/university(ies) attended even if a degree was not earned. Please list schools attended beginning with the most recent.

College/University	Start Date	End Date	Major	Degree

## Current Employer

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Name of School, Business or Agency

Position Held

## Teacher Certification

If you currently hold certification, please mark one of the following:

Provisional  Initial  Permanent  Professional

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Certification Number

Area(s)

State

Effective Date

## Processing Fee

All applicants must submit the \$50 non-refundable processing fee. **Please make check payable to SUNY Potsdam.** International students should submit a bank check or money order of \$50 in U.S. funds.

Please mail Graduate Application, Letter of Intent and processing fee (see Application Checklist) to:  
Office of Graduate Studies, 44 Pierrepont Avenue, Potsdam, New York 13676.

**Felony/Dismissal  
Information**

**REQUIRED FOR ALL APPLICANTS: even if you have never attended college, a response is required.**

A felony in New York State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are required to respond to the felony question below by indicating a response of no.

**Suspension** is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. **Dismissal** from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

An affirmative response to either question will not automatically prevent admission, but you will be asked by your college choices to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

Have you been convicted of a felony?  Yes  No

Have you been dismissed and/or suspended from a college for disciplinary reasons?  Yes  No  
**Even if you have never attended college, a response is required.**

If you have academic records under another name, please indicate below:

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Former Last Name

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Former First Name

## Letter of Intent

Please type on this page or on a separate sheet explaining your reasons for pursuing a graduate degree. Include information such as professional and/or career plans as it relates to the program to which you are applying. For specific programs of study, refer to the Graduate Catalog for more information that should be included.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

My signature above indicates that all information provided in this application is complete, factually correct and honestly prepared. I understand that any misrepresentation may result in refusal or cancellation of admission.





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## Applicant Materials and Filing Dates

A candidate's application will not be processed until the Office of Graduate Studies receives all required admission documents.

### **Crane School of Music candidates:**

Enrollment may begin during the summer or fall terms only.

Please see the Potsdam/Crane web site for the specific audition dates: [www.potsdam.edu/crane](http://www.potsdam.edu/crane) and click on Crane Admissions.

### **School of Arts and Sciences candidates and School of Education and Professional Studies candidates:**

Recommended admission application filing dates are as follows:

Summer Session	March 1
Fall Semester	April 1
Spring Semester	October 15

Please refer to Enrollment Plans and Entry Terms on the application for specific program entrance dates.

### **Application Fee/Mailing:**

U.S. students should submit the non-refundable \$50 application processing fee in the form of a check or money order made payable to **SUNY Potsdam**.

Canadian and other international students should submit the non-refundable \$50 application processing fee in **U.S. funds** through a bank check or money order (not a personal check) made payable to **SUNY Potsdam**.

Please mail the completed application materials along with the \$50 application fee to:  
Office of Graduate Studies  
SUNY Potsdam  
44 Pierrepont Avenue  
Potsdam, NY 13676

## Admission Review Process

The overall admission process is structured as follows: once a candidate has submitted all of the required application materials, the Office of Graduate Studies will forward the materials to the appropriate School and academic department for an admission decision. The Graduate Admissions Committee of the selected program of study reviews the candidate's application and forwards a recommendation to the Dean of Graduate Studies.

The Office of Graduate Studies will then mail a letter of acceptance or denial to the address provided on the application.

## Financial Assistance

Graduate students are eligible for assistance as described on the SUNY Potsdam web site. Please keep in mind that an application for financial aid should be completed well in advance of the term for which funds are needed. Summer financial aid requires a separate application which can be downloaded from the SUNY Potsdam web page at [www.potsdam.edu/admissions/financial](http://www.potsdam.edu/admissions/financial); it is available beginning in March of each year.

Students interested in receiving information relative to other forms of financial assistance should contact the Financial Aid Office at 315-267-2162.

Candidates interested in graduate assistantships, the Graduate Opportunity Program or the Graduate Diveristy Fellowship should contact the Office of Graduate Studies at 315-267-2165.

Crane School of Music students interested in music assistantships should contact the dean's office at The Crane School of Music at 315-267-3418.

## Student Health Requirements

Upon acceptance to SUNY Potsdam, Student Health Services will forward all required health forms to comply with New York State law. Candidates must submit a completed Student Health History form to Student Health Services. The form must include the following:

- For students enrolled in 6 credit hours or more per semester, proof of immunization against measles, mumps and rubella OR show immunity by titer (the law applies to all students born on or after January 1, 1957);
- A signed meningitis response form; and
- Proof of a test for tuberculosis (PPD) within the last year.

*Candidates should be aware that failure to comply with New York State health laws will result in disenrollment 30 days from the first day of class for U.S. students and 45 days from the first day of class for out-of-state students.*

Health forms may be downloaded from [www.potsdam.edu/shs](http://www.potsdam.edu/shs). The meningitis response form can be completed online through BearPAWS.

For additional information, contact Student Health Services at 315-267-2377.

## Non-Degree Study

SUNY Potsdam welcomes students who wish to take courses to update their skills, to study a new field or just for personal pleasure.

Students may apply to take graduate courses on a non-degree basis by submitting the Non-Matriculated Graduate Student Application, letter of intent, and official transcripts confirming their baccalaureate degree to the Office of Graduate Studies. Please visit [www.potsdam.edu/academics/GradStudies](http://www.potsdam.edu/academics/GradStudies) to download the Non-matriculated Graduate Student application.

Non-matriculated graduate students are limited to a maximum enrollment of six graduate credits on a space-available basis.

## Summer Programs

A wide variety of course offerings during the summer months supplements the academic year program. Courses, workshops and seminars are offered for both degree and non-degree students in the School of Arts and Sciences, School of Education and Professional Studies, and The Crane School of Music. Short-term and innovative format courses are available as well. For further information regarding summer courses and summer programs, contact the Office of Extended Education, Raymond Hall 206, toll free 1-800-458-1142 or 315-267-2166 or visit [www.potsdam.edu/academics/ExtEd](http://www.potsdam.edu/academics/ExtEd).